

INSTRUCTIONS TO PRINCIPALS
2007 UTAH ARBOR DAY POSTER CONTEST

- I. Designate an individual to be the school Arbor Day Poster Contest Coordinator. This person will be the contact between the Utah Arbor Day Committee and your school. This person will:
 - A. Distribute information to teachers about the poster contest.
 - B. Distribute Arbor Day Curriculum materials when received in February.
 - C. Coordinate school poster entries to Utah Arbor Day Poster Contest. Only one poster per grade K-6 plus special education per school is allowed (maximum of 8 posters).
- II. Fill out and return the Registration Form by February 5, 2007.
- III. Hold a poster contest at the school. See brochure or website for details and requirements. *www.arborday.utah.gov*
 - A. Conduct and coordinate the school's poster contest.
 - B. Assure posters are completed before March 16, 2007.
 - C. Have a school-level judging selecting the best in each grade. **K-6 plus special education* classes are eligible.**
 - D. Send the school's winning posters (one per grade - maximum of eight) to the Arbor Day Committee by March 27, 2007 by 5:00 p.m.
- IV. Celebrate Arbor Day!

Calendar and Deadlines

February 5, 2007	Registration Deadline. Teacher guides and poster contest information will not be sent to unregistered schools.
February 12, 2007	Teacher Guides. Teacher guides and poster contest information will be mailed to Arbor Day Coordinators.
February 12, 2007 - March 23, 2007	Conduct and coordinate the school's poster contest. Grades K-6 plus Special Education* students are eligible. See website for details <i>www.arborday.utah.gov</i>
March 27, 2007	Poster Entry Deadline. Posters must be received in the Arbor Day Committee office at the Division of Forestry, Fire and State Lands Office in Salt Lake City by 5:00 p.m.
April 9, 2007	Tree Coupons. \$50 Tree Coupons will be sent to registered schools submitting posters, in time to purchase trees for planting on Arbor Day.
April 27, 2007	Arbor Day! State Arbor Day Ceremony and recognition of state winners at Red Butte Garden, Salt Lake City, Utah.

**Special Education students are defined as: Intellectually handicapped students in self-contained classrooms. No resource students permitted in this category.*